



Note: new application fee

ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

ACCOUNT CLERK TYPIST (Rev. 5-25-06)

NO. 31-205

\$25,083 - \$30,930

A written test will be held to fill vacancies as they occur in the above title in Erie County Departments, Towns, Villages, School Districts and Special Districts. The salary listed above pertains to Erie County Departments. Salaries vary among jurisdictions. Successful candidates will be considered for appointment only in the jurisdiction in which they were employed at the time of the written test. The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST:

Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test in a lower level clerical position and, in addition, one of the following, either:

QUALIFYING EXPERIENCE FOR TAKING THE TEST FOR

EMPLOYEES OF THE ERIE COUNTY DEPARTMENT OF PERSONNEL AND DEPARTMENT OF PUBLIC WORKS ONLY:

Candidates must be permanently employed in the non-competitive class and must be serving and have served continuously on a permanent basis in the non-competitive class for 24 months immediately preceding the date of the written test as a Receptionist. In addition, candidates must meet the following requirements:

- a. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Accounting;
OR
- b. Completion of 60 semester credit hours at a regionally accredited or New York State registered two or four year college or university, including sixteen semester credit hours in accounting;
OR
- c. Graduation from a standard senior high school or possession of a high school equivalency diploma and one year of experience maintaining financial records and accounts;
OR
- d. Five years of business or office experience, one year of which involved maintaining financial records and accounts;
OR
- e. An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d).

NOTE: Candidates must clearly indicate on their application that they have successfully completed a typing course. Indicate the institute in which the typing course was completed. Verification may be required at a later date.

FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DISQUALIFICATION.

NOTES: 1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 2. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

EXAMINATION DATE

JULY 15, 2006

SEE REVERSE SIDE

**APPLICATIONS MUST BE
POSTMARKED BY**

JUNE 14, 2006

DUTIES: An *Account Clerk Typist* maintains registers of account distribution, warrants, vouchers, purchase orders and requisitions; posts to subsidiary ledgers; totals registers and subsidiary ledgers; checks extensions and totals; maintains simple account files; checks reimbursement claims for accuracy and completeness and to determine if they are in order; maintains records of petty cash fund; reconciles totals against individual accounts; examines State charge approvals for status of claim; maintains records and controls of accounts handled; maintains receiving reports; reconciles bank statements; assists in compiling fiscal data and preparing reports; pre-audits vouchers for accuracy and conformity before presentation for payment; encumbers departmental funds; receives cash and check payments tendered in person by individuals and by mail; makes out receipts; develops and maintains inventory control and distributes supplies; operates an alpha-numeric keyboard to transcribe data directly to a computer; utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks; operates a typewriter.

SCOPE OF WRITTEN TEST: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS** - These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
2. **ARITHMETIC COMPUTATION WITHOUT CALCULATORS** - These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.
3. **ARITHMETIC REASONING** - These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

NOTICE TO CANDIDATES: *The use of a calculator is prohibited on this examination.* Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

The New York State Department of Civil Service is making a copy of the Guide to ***Taking The Examination for Account Clerk Typist*** and other related information available on its web site at www.cs.state.ny.us/msd/map.html. In addition, a copy of this test guide can also be obtained at our local civil service office. You may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10" x 13") to the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY 14202 or by picking one up in person at Room 604.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$15 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.